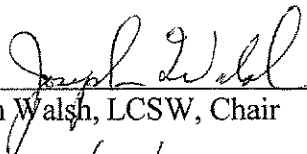


**VIRGINIA BOARD OF SOCIAL WORK
SPECIAL CONFERENCE COMMITTEE
MINUTES
October 23, 2013**

- CALL TO ORDER:** A Special Conference Committee (“Committee”) of the Board of Social Work (“Board”) convened on October 23, 2013, at 1:18 p.m., at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Suite 201, Henrico, VA.
- MEMBERS PRESENT:** Joseph Walsh, LCSW
John Salay, LCSW
- STAFF PRESENT:** Catherine Chappell, Executive Director
Patricia L. Larimer, Deputy Executive Director, Discipline
Peter Opper, Adjudication Specialist, APD
- MATTER SCHEDULED:** Debra Kluttz, LCSW
License No.: 0904-006546
Case No.: 151655
- DISCUSSION:** Ms. Kluttz appeared before the Committee in person in accordance with a Notice of the Board dated September 10, 2013, to review allegations that she may have violated portions of the laws and regulations governing the practice of social work in the Commonwealth of Virginia. Ms. Kluttz was present and was not represented by legal counsel. The Committee fully discussed the allegations contained in the notice with Ms. Kluttz.
- CLOSED SESSION:** Upon a motion by Mr. Salay and duly seconded by Dr. Walsh, the Committee voted to convene a closed meeting pursuant to § 2.2-3711(A)(27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Debra Kluttz, LCSW. Additionally, he moved that Ms. Chappell and Mr. Opper attend the closed meeting, because their presence in the closed meeting was deemed necessary and would aid the Committee in its deliberations.
- RECONVENE:** Having certified that the matters discussed in the preceding closed session met the requirements of § 2.2-3712 of the Code, the Committee reconvened in open session and announced its decision.
- DECISION:** Upon a motion by Mr. Salay, and duly seconded by Dr. Walsh, the Committee made certain Findings of Fact and Conclusions of Law, and voted to assess a \$500.00 monetary penalty and to require Ms. Kluttz to obtain an additional ten hours of continuing education.


ADJOURNMENT:

The Committee adjourned at 2:10 p.m.



Joseph Walsh, LCSW, Chair

Date 11/12/13



Catherine Chappell, Executive Director

Date November 14, 2013